

# Esri Malaysia Training

Enhance productivity by improving skills



**2011 – Course Catalogue**

# Training Courses

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ArcGIS Desktop II: Tools and Functionality

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# Desktop GIS

## 1. What's New In ArcGIS Desktop 10

2 Days (RM1,400.00)

### Overview

ArcGIS 10 is a major release that introduces powerful new tools and simplified workflows designed to increase your productivity and help you get better results from your GIS. Significant interface improvements and tighter integration of ArcMap, ArcCatalog, and Python scripting make data visualization, analysis, and map production faster and easier. In this course, you will explore the major enhancements included in ArcGIS 10. Course exercises provide hands-on practice with many of the new tools and workflows for mapping, editing, analyzing, and documenting your GIS data.

### Who Should Attend

GIS analysts, managers, data technicians, specialists, and other experienced ArcGIS Desktop users who need to learn the new features and workflows of ArcGIS 10.

### Goals

After completing this course, you will be able to:

- Understand the major changes in ArcGIS 10.
- Quickly access data, maps, and geoprocessing tools in ArcMap using the Catalog window and Search window.
- Apply the new streamlined sketch-based editing workflow to create and edit feature geometry and attributes.
- Create attractive, professional-quality maps using basemaps, operational layers, and new styles and symbols.
- Work with time-aware and 3D data on a map.
- Use Python scripts in ArcMap to automate common geoprocessing tasks.
- Quickly produce a map series using data-driven pages.

### ***Prerequisites and recommendations***

*Completion of [ArcGIS Desktop II: Tools and Functionality](#) or [Learning ArcGIS Desktop](#) or equivalent knowledge is required.*

## 2. ArcGIS Desktop I: Getting Started with GIS

2 Days (RM1,400.00)

### Overview

This course teaches the fundamental concepts and basic functions of a GIS, the properties of GIS maps, and the structure of a GIS database. In course exercises, you will develop basic software skills by working with ArcGIS Desktop tools to visualize geographic data, create maps, query a GIS database, and analyze data using common analysis tools.

### Who Should Attend

- Individuals who do not have any prior GIS education or workplace experience with GIS.
- Managers and GIS support staff who infrequently use ArcGIS and need to understand how GIS fits into their organization.

### Goals

After completing this course, you will be able to:

- Understand what GIS is, what it can do, and how others are using it.
- See how your organization can benefit from a GIS.
- Create a basic GIS map.
- Work with different types of geographic data.
- Access information about geographic datasets and features.
- Apply a systematic approach to analyzing data in order to find patterns and relationships.

### ***Prerequisites and recommendations***

*Knowledge of Windows-based software for basic file management and browsing is required.*

## 3. ArcGIS Desktop II: Tools and Functionality

3 Days (RM2,100.00)

### Overview

This course introduces the fundamental concepts of ArcGIS Desktop software and teaches how to use it to visualize, create, manage, and analyze geographic data. In course exercises, you will use ArcGIS tools to perform common GIS tasks and workflows. By the end of the course, you will understand the range of ArcGIS Desktop functionality and be prepared to work with the software on your own to create GIS maps, work with geographic data, and perform GIS analysis.

### Who Should Attend

GIS professionals and others who have GIS knowledge but no ArcGIS software experience.

### Goals

After completing this course, you will be able to:

- Create a file geodatabase to store and manage geographic data.
- Create and edit geographic data to accurately represent real-world objects.
- Explore geographic data in ArcMap.
- Classify, symbolize, and label map features to improve map visualization and interpretation.
- Create data by geocoding addresses.
- Query and analyze GIS data to support decision making.
- Create maps to share with others.

### ***Prerequisites and recommendations***

*This course requires a knowledge of GIS concepts. The completion of [ArcGIS Desktop I: Getting Started with GIS](#) or [Getting Started with GIS](#) or equivalent knowledge is required.*

#### 4. ArcGIS Desktop III: GIS Workflows & Analysis

2 Days (RM1,400.00)

##### Overview

Advance your ArcGIS Desktop skills in this course that teaches how and when to apply ArcGIS tools to create an efficient workflow that supports GIS analysis. Working with data stored in a geodatabase, you will organize and prepare data for analysis, create geoprocessing models, and work through a challenging analysis project. By the end of the course, you will be able to determine which ArcGIS tools and functions to use in a given situation and apply them to your analyses. The skills taught in this course are applicable to all types of GIS analysis.

##### Who Should Attend

GIS analysts, GIS specialists, and other experienced ArcGIS users who want to extend their basic ArcGIS skills in the areas of data creation and editing, geoprocessing models, and GIS analysis.

##### Goals

After completing this course, you will be able to:

- Add data from different sources to a geodatabase.
- Create and use geodatabase components that maintain data integrity and prevent errors during data creation and editing.
- Solve common spatial data alignment problems.
- Use a variety of geoprocessing tools to perform an analysis that supports decision making.
- Build a complex model to automate an analysis workflow.

##### **Prerequisites and recommendations**

Completion of [ArcGIS Desktop II: Tools and Functionality](#) or [Learning ArcGIS Desktop](#) or equivalent knowledge is required.

#### 5. Creating & Publishing Maps with ArcGIS

3 Days (RM2,100.00)

##### Overview

Focusing on fundamental cartographic design principles, this course teaches how to create attractive maps that are easy to interpret and properly designed for their audience and delivery medium. You will learn to produce high-quality, database-driven maps by applying a standard cartographic workflow. Some course exercises use tools provided in ArcGIS Spatial Analyst and Maplex for ArcGIS.

##### Who Should Attend

- Experienced ArcGIS users with little or no cartographic experience.
- Experienced cartographers with limited ArcGIS experience who want to create data-driven maps.

##### Goals

After completing this course, you will be able to:

- Plan a cartographic project.
- Evaluate data for cartographic purposes.
- Create appropriate symbology, map elements, and layout designs for different types of maps.
- Create labels and annotation that are easy to read by the map's intended audience.
- Apply a standard cartographic workflow to create maps efficiently using ArcGIS.
- Produce maps for a variety of delivery media, including a Web mapping application.

##### **Prerequisites and recommendations**

Completion of [ArcGIS Desktop II: Tools and Functionality](#) or [Learning ArcGIS Desktop](#) or equivalent knowledge is required.

#### 6. Data Production and Editing Techniques

3 Days (RM2,100.00)

##### Overview

Accurate data is crucial to create GIS maps and analyses that decision makers can rely on. This course teaches methods for accurately creating and editing data stored in a geodatabase. You will learn a recommended workflow for data automation and practice with tools and techniques that help ensure data integrity during editing. Each class day concludes with a project, in which you will apply the recommended techniques on your own.

##### Who Should Attend

GIS technicians and other experienced ArcGIS users who need to create and maintain their organization's geographic data.

*Note:* Those who want to learn how to automate data creation and maintenance tasks using scripts may wish to enroll in [Introduction to Geoprocessing Scripts Using Python](#), which complements this course.

##### Goals

After completing this course, you will be able to:

- Migrate data stored in different formats to the geodatabase format.
- Solve common coordinate system problems to ensure that data is located correctly and aligns properly with other data.
- Efficiently create and modify features using ArcMap tools.
- Apply geodatabase rules that maintain data integrity during editing.
- Document data to support sharing and appropriate use of the data.

##### **Prerequisites and recommendations**

Completion of [ArcGIS Desktop II: Tools and Functionality](#) or [Learning ArcGIS Desktop](#) or equivalent.

# Geodatabase

## 7. Performing Analysis with ArcGIS Desktop

3 Days (RM2,100.00)

### Overview

In this course, you will acquire or improve skills to generate reliable results from different types of GIS analyses. The course teaches a proven process you can use to solve a variety of spatial problems including site selection, line of sight (visibility) analysis, and hot spot analysis. You will also learn regression analysis techniques for determining why a spatial pattern exists. Some course exercises use tools provided in the ArcGIS Spatial Analyst extension.

### Who Should Attend

GIS analysts, specialists, and other experienced ArcGIS Desktop users who manage or conduct GIS analysis projects.

### Goals

After completing this course, you will be able to:

- Apply best practices to choose appropriate data, analysis methods, and GIS tools for a given project.
- Prepare vector and raster data for analysis.
- Build and modify a geoprocessing model to automate analysis tasks, examine what-if scenarios, and compare results.
- Create a weighted suitability model to select the best location for a new site.
- Apply spatial statistics to analyze, interpret, and quantify geographic data.
- Build a regression model to help determine why a spatial pattern exists.
- Evaluate analysis results and present them to decision makers.

### ***Prerequisites and recommendations***

*Completion of [ArcGIS Desktop II: Tools and Functionality](#) or [Learning ArcGIS Desktop](#) and [ArcGIS Desktop III: GIS Workflows and Analysis](#) or equivalent knowledge is required.*

## 8. Building Geodatabases

3 Days (RM2,100.00)

### Overview

This course covers the essential concepts of the geodatabase and teaches the skills you need to centrally store, manage, and maintain the quality of your GIS data. You will learn how to create a geodatabase, migrate existing data to a geodatabase, and edit data stored in a geodatabase. In course exercises, you will create advanced geodatabase elements that maintain spatial relationships between features and automatically locate and fix errors according to rules and behaviors you set. This course is taught using an ArcInfo license of ArcGIS.

### Who Should Attend

GIS data managers, analysts, specialists, data technicians, database administrators, and other experienced ArcGIS users who need to store and manage data in a geodatabase.

*Note:* Those who will be working with a multiuser ArcSDE geodatabase should also enroll in [Introduction to the Multiuser Geodatabase](#), which pairs well with this course.

### Goals

After completing this course, you will be able to:

- Create a file geodatabase.
- Migrate shapefiles, CAD files, coverages, and Excel spreadsheets to a file geodatabase.
- Store and manage raster data in a file geodatabase.
- Create and apply attribute domains, subtypes, topology, and relationship classes to model data and ensure data integrity during editing.
- Create geodatabase annotation to store and reuse text and graphics that describe features or areas on a map.
- Create a geometric network to model and analyze a directed flow network such as a utility network.
- Define a geodatabase schema to efficiently model and store your data.

### ***Prerequisites and recommendations***

*Completion of [ArcGIS Desktop II: Tools and Functionality](#) or [Learning ArcGIS Desktop](#) or equivalent knowledge is required.*

## 9. Introduction to The Multiuser Geodatabase

2 Days (RM1,400.00)

### Overview

Organizations using ArcGIS Server can deploy a multiuser ArcSDE geodatabase to provide data access and editing capabilities to many users while ensuring the integrity of their central GIS database. This course prepares you to access and edit data stored in a multiuser geodatabase. You will learn fundamental multiuser geodatabase concepts, about editing options that support different multiuser workflows, and techniques to optimize application performance. Course concepts apply to desktop, workgroup, and enterprise ArcSDE geodatabases.

### Who Should Attend

- GIS analysts, specialists, data technicians, and others who need to view and edit data stored in a multiuser geodatabase.
- GIS managers who need to understand the capabilities of a multiuser geodatabase.

*Note:* Those who need to learn how to create the structure of a geodatabase and add advanced features such as subtypes, domains, and relationship classes, should enroll in [Building Geodatabases](#), which complements this course.

### Goals

After completing this course, you will be able to:

- Connect to a multiuser geodatabase.
- Understand how the multiuser editing options support specific workflows.
- Edit data using versioned and nonversioned procedures.
- View and resolve conflicts during versioned editing and synchronize edits across geodatabases.
- Perform two-way geodatabase replication

### ***Prerequisites and recommendations***

*Completion of [ArcGIS Desktop II: Tools and Functionality](#) or [Learning ArcGIS Desktop](#), and [Building Geodatabases](#), or equivalent knowledge is required.*

## 10. Data Management in the Multiuser Geodatabase

3 Days (RM2,100.00)

### Overview

Organizations using ArcGIS Server can deploy a multiuser ArcSDE geodatabase to centrally manage their GIS data, improve its security and integrity, and deliver access and editing capabilities to many users. This course teaches database administrators how to successfully load and manage data in preparation for a multiuser geodatabase implementation. You will learn best practices for designing, interacting with, and maintaining the performance of a multiuser geodatabase and explore multiuser editing workflows and options, including versioning. While this course focuses primarily on the enterprise ArcSDE geodatabase, course concepts apply to both workgroup and enterprise geodatabases.

### Who Should Attend

GIS and database administrators who need to implement a workgroup or enterprise ArcSDE geodatabase.

*Note:* Database administrators who need to install and configure ArcSDE should also enroll in [ArcGIS Server Enterprise Configuration and Tuning for Oracle](#) or [ArcGIS Server Enterprise Configuration and Tuning for SQL Server](#), which complement this course.

### Goals

After completing this course, you will be able to:

- Understand the architecture of a multiuser geodatabase.
- Create connections to an ArcSDE geodatabase.
- Set and manage user permissions.
- Create an efficient data storage design to support a multiuser editing workflow.
- Load and manage vector and raster data.
- Apply client optimization techniques.

### Prerequisites and recommendations

Completion of [ArcGIS Desktop II: Tools and Functionality](#) or [Learning ArcGIS Desktop](#) or equivalent knowledge is required. Familiarity with basic RDBMS concepts is also required.

## 11. ArcGIS Server Enterprise Configuration and Tuning for SQL Server

2 Days (RM1,400.00)

### Overview

This course prepares Microsoft SQL Server database administrators to maximize ArcSDE technology within an ArcGIS Server enterprise geodatabase to centrally store and manage data, provide robust data security, and deliver multiuser access and editing capabilities. You will become familiar with the ArcSDE architecture and learn how to manage storage settings for spatial data. Techniques for maintaining geodatabase performance in an editing environment and strategies for maintaining and managing an enterprise geodatabase are also presented.

### Who Should Attend

Microsoft SQL Server database administrators who need to install and configure an ArcGIS Server enterprise geodatabase.

*Note:* Those who need to load and manage data in preparation for an enterprise geodatabase implementation may also want to enroll in [Data Management in the Multiuser Geodatabase](#), which complements this course.

### Goals

After completing this course, you will be able to:

- Configure SQL Server to support ArcSDE.
- Install, configure, and optimize ArcSDE.
- Load and manage storage of vector and raster data.
- Configure, create, and monitor connections.
- Manage nonversioned and versioned editing environments.
- Perform data backup and recovery tasks.
- Upgrade a workgroup geodatabase to an enterprise geodatabase.

### Prerequisites and recommendations

Experience with Microsoft SQL Server database administration or application development is required. Completion of [ArcGIS Desktop II: Tools and Functionality](#), [ArcGIS Desktop III: GIS Workflows and Analysis](#), or [Building Geodatabases](#) is recommended.

# Server GIS

## 12. Introduction to ArcGIS Server

2 Days (RM1,400.00)

### Overview

In this course, you will acquire the skills needed to share GIS content on the Web or across the enterprise. You will learn a workflow to publish maps, imagery, geoprocessing models, and feature templates for use in Web applications that support visualization, analysis, and editing of GIS resources.

### Who Should Attend

- GIS analysts, specialists, and other experienced ArcGIS Desktop users who want to share their GIS content in a Web mapping application.
- Developers who need to understand ArcGIS Server functionality in order to incorporate GIS services into custom applications.

### Goals

After completing this course, you will be able to:

- Author and publish dynamic and cached map services.
- Design and generate a map cache to maximize map service performance.
- Configure a geoprocessing model and publish it as a geoprocessing service.
- Publish an image service from a mosaic dataset to visualize change over time.
- Publish a feature service to enable editing in a Web application.
- Extend a Web mapping application using sample code and the ArcGIS API for JavaScript.

### **Prerequisites and recommendations**

Completion of [ArcGIS Desktop II: Tools and Functionality](#) or [Learning ArcGIS Desktop](#) or equivalent knowledge is required.

## 13. ArcGIS Server: Web Administration Using the Microsoft .NET Framework

3 Days (RM2,100.00)

### Overview

Designed for administrators, this course teaches how to successfully set up and maintain an ArcGIS Server system that enables GIS content sharing across the enterprise or on the Web. You will learn the ArcGIS Server architecture and recommended workflows for managing GIS services, applications, data, users, and servers. Techniques and best practices to ensure system performance, security, and reliability are emphasized.

### Who Should Attend

IT administrators, system administrators, GIS administrators, and others responsible for installing, managing, and supporting an ArcGIS Server system.

*Note:* Database administrators who need to set up and manage multiuser ArcSDE geodatabases should take [Data Management in the Multiuser Geodatabase](#), [ArcGIS Server Enterprise Configuration and Tuning for Oracle](#), or [ArcGIS Server Enterprise Configuration and Tuning for SQL Server](#) instead of this course.

### Goals

After completing this course, you will be able to:

- Apply best practices to install and configure a scalable ArcGIS Server system.
- Manage access and permissions for GIS services and resources.
- Create an ArcGIS Server search service to efficiently locate and access GIS resources.
- Configure and build a map cache to optimize performance.
- Tune services and the GIS server for optimal performance.
- Configure ArcSDE to support Web editing via feature services and versioned data replication via geodata services.
- Implement security for Web applications and services.

### **Prerequisites and recommendations**

Completion of [Introduction to ArcGIS Server](#) or equivalent knowledge and an understanding of Web server technologies is required.

## 14. Creating Effective Web Applications Using ArcGIS Server

2 Days (RM1,400.00)

### Overview

This course teaches basic design principles for creating Web mapping applications that are attractive, fast, and easy to use by their intended audience. In course exercises, you will work with the lightweight ArcGIS Web Mapping APIs to create a focused application that utilizes internal and external ArcGIS Server Web services. Students may choose to complete some course exercises using the ArcGIS API for Flex, the ArcGIS API for JavaScript, or the ArcGIS API for Microsoft Silverlight/WPF.

### Who Should Attend

GIS analysts and others who want to create Web mapping applications to extend the use of GIS data to non-GIS departments within an organization or to the general public via the Internet. No Web development experience is required.

### Goals

After completing this course, you will be able to:

- Choose an application development environment that meets your needs.
- Author high-performing basemap and operational layers for a map service.
- Design an application for efficient querying and editing.
- Build an application that includes geoprocessing functionality.
- Configure ESRI templates and out-of-the-box viewers to quickly build a Web application.

### **Prerequisites and recommendations**

Completion of [ArcGIS Desktop II: Tools and Functionality](#) or [Learning ArcGIS Desktop](#) and [Introduction to ArcGIS Server](#) or equivalent knowledge is required.

## 15. Developing Applications with ArcGIS Server Using the Java Platform

3 Days (RM2,100.00)

### Overview

This course prepares Microsoft SQL Server database administrators to maximize ArcSDE technology within an ArcGIS Server enterprise geodatabase to centrally store and manage data, provide robust data security, and deliver multiuser access and editing capabilities. You will become familiar with the ArcSDE architecture and learn how to manage storage settings for spatial data. Techniques for maintaining geodatabase performance in an editing environment and strategies for maintaining and managing an enterprise geodatabase are also presented.

### Who Should Attend

Microsoft SQL Server database administrators who need to install and configure an ArcGIS Server enterprise geodatabase.

*Note:* Those who need to load and manage data in preparation for an enterprise geodatabase implementation may also want to enroll in [Data Management in the Multiuser Geodatabase](#), which complements this course.

### Goals

After completing this course, you will be able to:

- Configure SQL Server to support ArcSDE.
- Install, configure, and optimize ArcSDE.
- Load and manage storage of vector and raster data.
- Configure, create, and monitor connections.
- Manage nonversioned and versioned editing environments.
- Perform data backup and recovery tasks.
- Upgrade a workgroup geodatabase to an enterprise geodatabase.

### Prerequisites and recommendations

Experience with Microsoft SQL Server database administration or application development is required. Completion of [ArcGIS Desktop I: Tools and Functionality](#), [ArcGIS Desktop III: GIS Workflows and Analysis](#), or [Building Geodatabases](#) is recommended.

## 16. Developing Applications with ArcGIS Server Using the Microsoft .NET Framework

3 Days (RM2,100.00)

### Overview

This course teaches how to integrate GIS capabilities into your Web applications, enhancing their value to end users and increasing your value as a developer. You will learn standard guidelines for developing ArcGIS Server Web ADF applications, about the available application programming interfaces (APIs), and how to work with GIS Web controls and data sources. You will develop custom applications that incorporate out-of-the-box tasks and build custom Web tasks to deliver advanced functionality.

### Who Should Attend

Visual Studio VB.NET or C# programmers who have Internet development experience using the Microsoft .NET Framework 2.0.

### Goals

After completing this course, you will be able to:

- Use the ArcGIS Server Web ADF to integrate GIS capabilities into your ASP.NET-based Web applications.
- Develop custom Web applications using the .NET Web ADF controls.
- Programmatically implement out-of-the box tasks in applications.
- Build and deploy custom tasks.
- Develop custom commands and tools using the task framework.
- Utilize the ASP.NET AJAX framework within the Web ADF.

### Prerequisites and recommendations

Completion of [Introduction to ArcGIS Server](#) or equivalent knowledge and experience programming with ASP.NET 2.0 and JavaScript are required.

Familiarity with Internet protocols, Web services, and ArcObjects is recommended.

## 17. Building Web Applications Using the ArcGIS API for Flex

2 Days (RM1,400.00)

### Overview

Using the ArcGIS API for Flex, you can build high-performing, engaging Web applications that incorporate ArcGIS Server mapping, geocoding, and geoprocessing services. This course teaches how to leverage the ArcGIS API for Flex and the Adobe Flex Platform to efficiently develop rich applications that meet the needs of their intended audience. You will learn about the components available in the Flex Platform, how to write code for a Flex-based application, and how to incorporate basemaps and other resources from ArcGIS Online to enhance your Web applications.

### Who Should Attend

Web developers who want to create Flex-based applications that include GIS services and functionality.

### Goals

After completing this course, you will be able to:

- Develop, test, and deploy an application using the ArcGIS API for Flex and Flash Builder.
- Incorporate ArcGIS Server services that allow end users to query, visualize, and edit data.
- Include network analysis and time-aware data in an application.
- Display map features with different symbols.
- Display query results as data grids.
- Build a well designed application interface for end users.
- Apply best practices to ensure high performance and proper communication between the client application and the Web server.

### Prerequisites and recommendations

Completion of [Introduction to ArcGIS Server](#) or equivalent knowledge is required. Completion of [Creating Effective Web Applications Using ArcGIS Server](#) is recommended.

Familiarity with Adobe Flex Platform concepts is required. Knowledge of the Flex software development kit (SDK) is beneficial but not required. Those unfamiliar with Flex concepts are encouraged to complete [Flex in a Week](#) (free Web training from Adobe).

## 18. Building Web Applications Using the ArcGIS API for Microsoft Silverlight/WPF

2 Days (RM1,400.00)

### Overview

Using the ArcGIS API for Microsoft Silverlight/WPF, you can build highly interactive, visually rich Web and desktop applications that incorporate ArcGIS Server mapping, geocoding, and geoprocessing services. This course teaches how to use the ArcGIS API for Microsoft Silverlight/WPF and the Silverlight Platform to develop high-performing Web applications that deliver GIS content and functionality to end users.

### Who Should Attend

Web developers who want to create Silverlight applications that include GIS services and functionality.

### Goals

After completing this course, you will be able to:

- Develop applications using the ArcGIS API for Microsoft Silverlight/WPF and the Silverlight Platform.
- Use sample code, sample services, and templates to efficiently build new applications and extend existing applications.
- Incorporate ArcGIS Server services that allow end users to visualize, query, and edit data.
- Enhance the display of map features using symbols, MapTips, and renderers.
- Display task results using graphics.
- Incorporate GIS operations such as geocoding, geoprocessing, editing, and routing.

### Prerequisites and recommendations

- Completion of [Introduction to ArcGIS Server](#) or equivalent knowledge is required. Completion of [Creating Effective Web Applications Using ArcGIS Server](#) is recommended.
- Programming experience with VB.NET or C# and familiarity with the Silverlight Platform, Web service concepts, and the Extensible Application Markup Language (XAML) are also required.

## Esri Malaysia's Training Course – Registration Form

Esri Malaysia's Training Solutions – supporting your location intelligence needs through flexible and valuable training options.

To secure your seat at an Esri Malaysia training course, please complete this form and return it to Esri Malaysia.

INVOICING INFORMATION <i>(required)</i>		
Organization	Contact Person	Telephone
Address	Email	Fax

**Course Name :**

**Course Date :**

NO.	NAME OF PARTICIPANTS	DEPARTMENT	DESIGNATION	EMAIL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
<b>Fee Per Person:</b>				<b>RM</b>
<b>Number of participant(s):</b>				
<b>Total amount payable:</b>				<b>RM</b>

Please indicate how you would like us to invoice your organization

By e-invoice

By hard copy invoice

Payment by (please tick one):

Cheque

Cash

TT

Postal Address:  
**Esri Malaysia Sdn Bhd**  
 Suite 301, Block A4  
 Leisure Commerce Square  
 9 Jalan PJS 8/9, 46150 Petaling Jaya  
 Selangor Darul Ehsan  
 Fax: 03-7874 9932  
 Email: [yvonne@esrimalaysia.com.my](mailto:yvonne@esrimalaysia.com.my)



## Terms and Conditions of Training Course Participation

1. Training fee:

- a) Fee is inclusive of training materials and certificate of completion (issued upon 100% attendance) per participant.
- b) Price is valid for direct purchase and NOT for tender purposes.

2. Order Placement

Official Purchase Order (PO) to be issued to 'ESRI Malaysia Sdn Bhd. (101958-M)

3. Course registration and confirmation:

- a) Official Purchase Order or duly completed registration form MUST be received at least Ten (10) working days before the training starts.
- b) Invoice will be provided for payment purpose.
- c) Course confirmation including the course schedule will then be sent once the details are finalized.

4. Training venue: Training will be conducted at the Esri Malaysia's facilities using ESRI software on PC Platform unless otherwise advised.

5. Class size: Esri Malaysia requires a minimum of FOUR (4) participants to start a class. No more than Ten (10) participants per class.

6. Cancellation and postponement policy:

- a) Cancellation and postponement must be given in writing by the customer, which must be acknowledged by Esri Malaysia to be valid.
- b) For postponement or change in course date, the following penalty will be levied depending on notice period given (before course commencement date):
  - i) 5 days or less: 100% of course fees
  - ii) 6 to 10 days: 50% of course fees
  - iii) 11 to 15 days: 25% of course fees
  - iv) 16 days or more: 0%
- c) Courses can be postponed a maximum of 2 times by the customer. A penalty of 25% of course fees will be levied each time a course is postponed subsequently.
- d) Courses once confirmed cannot be cancelled. For cancellation of courses, a penalty of 100% of course fees will be levied irrespective of the notice period given.
- e) This penalty is not deductible from the course fees payable upon completion of the course.

7. Esri Malaysia reserves the right to cancel the course due to unforeseen circumstances. Esri Malaysia is not responsible for non-refundable travel arrangement and losses resulting from course scheduling change or cancellations at any time.

8. Others:

- a) Light refreshments will be provided during two (2) designated tea breaks.
- b) Strictly no observer(s) is (are) allowed.
- c) For non-scheduled training, one calendar month's notice is required prior to the commencement of the training.

Esri Malaysia reserves the right to modify terms and conditions.

**I understand and agree to the terms and conditions of this application as stated above. (Required)**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designation